

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-169

OPEN TO: In-House Applicants Only
TITLE: AID Development Program Specialist
GRADE: FSN-11 (Rs. 2,518,042 p.a. to Rs. 4,687,961 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: October 19, 2011
CLOSING DATE: November 01, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The incumbent under the general supervision of the USAID/Pakistan Supervisory Program Officer and under the direct supervision of the Mission Environment Officer (MEO,) serves as a Deputy Mission Environmental Officer (DMEO). The incumbent is responsible for designing, managing and evaluating major USAID initiatives in Pakistan that are economically viable and respond effectively to areas of greatest priority and need. As such, the employee must be an accomplished expert and must be effective in obtaining the willing agreement, cooperation and support of Pakistani senior public officials and private sector representatives. Counterparts include U.S., international and indigenous private voluntary organizations (NGOs/PVOs) and international donors. As the DMEO, s/he ensures all USAID activities in Pakistan are in compliance with the U.S. environmental regulations, Agency Environmental Compliance Procedures stipulated in 22 CFR 216 and with applicable environmental legislation of Pakistan. In addition, the Specialist backstops one or more Development Objective (DO) Teams and supports the MEO as needed.

QUALIFICATION REQUIRED:

EDUCATION: A Master's Degree or the host-country equivalent in a field relevant to natural and environmental resources or other relevant discipline, e.g. engineering, is required. Graduate work in another related discipline in areas relevant to construction and infrastructure is desirable.

EXPERIENCE: A minimum of seven years prior progressively responsible professional-level experience directly relevant to engineering and management in the infrastructure and/or water sectors, minimum three years of progressively responsible managerial experience in training, public administration, project implementation or related fields.

LANGUAGE: Level IV (fluent) English language proficiency, speaking and writing, as well as written and spoken Urdu proficiency, is required.

KNOWLEDGE: Knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics; current development prospects for Pakistan and host-government priorities and resources; and, an understanding of the general level of development in the region, is required. This position requires a thorough knowledge of programming policies, regulations, procedures, and documentation; and the objectives, methodology, and status of the projects assigned. Knowledge of the objectives and operations of the program activities of international donor organizations is highly desirable. Expert knowledge in energy, water, agriculture, and environment allowing both to manage projects related to development of energy, agriculture and water management, and as Deputy MEO to analyze and assess environmental impact of the activities in Pakistan, and recommend corrective actions. Knowledge of environmental and legal organizations, and institutional system in Pakistan, broad knowledge of national and international outreach programs and key-players in environment sector is required.

ABILITIES & SKILLS: This position requires experience in project management, environmental analysis, and program reporting and monitoring, and strong interpersonal and team-building skills. The ability to serve as an effective liaison with a wide array of individuals and institutions is essential. The Specialist must be familiar with a wide range of issues, such as environmental assessment and analysis. The Specialist must be able to prepare clear, substantive reports and briefing papers in English, in a timely manner, and have the ability to develop a thorough understanding of host-government policies and procedures. This work requires flexibility, an ability to react to changing systems, with sound analyses, and the ability to work under pressure. The ability to establish and maintain contacts with Government of Pakistan senior level officials, private sector, U.S. Department of State Embassy personnel, and international donor community is essential. Ability to understand, explain and defend policies, objectives and procedures is also needed. Should be able to identify, locate, analyze and evaluate relevant

environmental data. Also requires ability to organize and present complex program information in both written and oral forms.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 01, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.